
Daniel Hloomberg

Big Rapids, MI 68965 | 123-456-7899 | info@hloom.com

# KEY QUALIFICATIONS

* Three years of demonstrated work experience as a Bank Teller with Hudson City Savings
* Highly skilled in cashing checks, accepting deposits and loan payments, and processing withdrawals
* Functional knowledge of performing specialized tasks such as personal money orders
* Able to record all transactions in a prompt and efficient manner
* Hands on experience in providing exceptional customer service and resolving clients' accounts issues
* In depth knowledge of examining instruments for endorsements and verification purposes
* Proficient in using computers and other office equipment
* Bilingual - English and Spanish

# EXCELLENCE in banking

* Achieved success in pulling out a fraudulent activity by endorsing check verification processes
* Conducted auditing of all dormant accounts and soliciting business from them

# professional Experience

**Hudson City Savings** Crocker, MO

Bank Teller Feb 2009 – Present

* Maintain contact with clients regarding cash and checking services
* Handle deposits, withdrawals, money orders, cashier and travelers' checks and credit card advances
* Balance cash drawers
* Cross-sell bank products and services
* Transfer funds and accept loan payments
* Perform data entry services regarding clients' accounts and transactions

# Education

**St. Peter Community College** Fort Collins, CO

*Bachelor of Business and Finance* 2008

* Majors: Banking
* Minors: Customer Service

**Copyright information - Please read**

© This [**Free Resume Template**](http://www.hloom.com/resumes/) is the copyright of Hloom.com. You can download and modify this template for your own personal use to create a resume for yourself, or for someone else. You can (and should!) remove this copyright notice ([click here to see how](http://www.hloom.com/resumes/how-to-format-word/)) before sending your resume to potential employers.

You may not distribute or resell this template, or its derivatives, and you may not make it available on other websites without our prior permission. All sharing of this template must be done using a link to <http://www.hloom.com/resumes/>. For any questions relating to the use of this template please email us - info@hloom.com